

REQUEST FOR APPROVAL OF RECORDS RETENTION SCHEDULE

STD. 72 (REV. 8/87)

Submit three copies with three copies of
the Records Retention Schedule, STD. 73.

| | | |
|---|-----------------------|---------------------------------------|
| DEPARTMENT, BOARD OR COMMISSION | | BILLING CODE |
| Board of Control DIVISION, BUREAU OR OTHER UNIT | | 14052 |
| Victims of Crime Program | | CUBIC FEET (Final Schedule) 1450.7 |
| ADDRESS 770 L Street, Sacramento, CA 95814 | | |
| SCHEDULE NUMBER 102 | PAGE NUMBER(S) 2 | SCHEDULE DATE 11/28/88 |
| IF THIS IS A REVISION OF AN EXISTING SCHEDULE (including addition or deletion of pages), enter the following information from the EXISTING schedule: | | |
| SCHEDULE NUMBER 14052 | PAGE NUMBER(S) 411 | SCHEDULE DATE 4-16-80 |
| APPROVAL NUMBER 80-60 | APPROVAL DATE | 5-16-80 |

TO: (1) DEPARTMENT OF GENERAL SERVICES
OFFICE OF RECORDS MANAGEMENT

(2) CHIEF, STATE ARCHIVES
1020 "O" Street, Room 130
Sacramento, CA 95814
445-4293 or ATSS 485-4293

- ☒ Check this box to indicate ALL items in the schedule have been reviewed. (A new approval number will be assigned.)
- ☐ Check this box to indicate only certain items in this schedule have been reviewed for revision, addition, or deletion.
(The original approval number will remain in effect.)

PART I — AGENCY STATEMENTS

As the program manager directly responsible for the records listed on the attached schedule, I certify that I have reviewed the need for the records, that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

SIGNATURE—MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS

TITLE

DATE

William S. Hall *SSA II* *12/9/88*

In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

SIGNATURE—RECORDS MANAGEMENT COORDINATOR

Ann Savary *12/13/88* *323-3436*

PART II — DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

The Department of General Services has no jurisdiction over entries made in Column 16 of STD Form 73. Our approval covers Columns 1 — 15 and 17 only.

SIGNATURE

APPROVAL NUMBER

Wm R. Ford *89-002*

PART III — ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

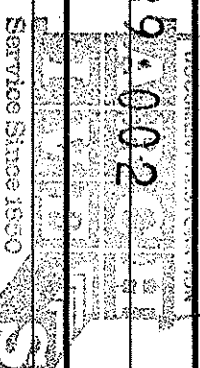
☐ Contains no material subject to further review by the California State Archives.

☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (State Administrative Manual Section 1614.)

SIGNATURE—CHIEF OF ARCHIVES

DATE

John F. Burns *FEB 15 1989*



RECORDS RETENTION SCHEDULE

STD. 73 (REV. 8-85)

See instructions on reverse
and in SAM 1600

| | | |
|--|---|----------------------|
| DEPARTMENT (1) State Board of Control | SCHEDULE NUMBER (2) 14052 | DATE (3) 11/28/88 |
| ORGANIZATIONAL UNIT Victims of Crime Unit | PAGE 1 | OF a PAGES (4) |
| ADDRESS (number, street, city) 770 L St. Suite 700 Sacto. 95814 | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) | |

| ITEM NUMBER (6) | CUBIC FEET (7) | CALIFORNIA STATE ARCHIVES USE ONLY (8) | TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9) | Media (10) | Vital (11) | RETENTION | | | | PRA (Exempt) & IPA (16) | REMARKS (17) |
|-----------------------|----------------------|--|--|---------------|---------------|----------------|---------------|-------------|---------------|-------------------------------------|---|
| | | | | | | OFFICE (12) | DEPT. (13) | SRC (14) | TOTAL (15) | | |
| 1 | 1427 | State/County Archives | Established in 1965, the Victims of Crime program provides compensation to Victims of Violent Crimes. <u>VICTIMS OF CRIME CLAIMS FILES</u> File folder containing application and all info. pertaining to victims claim. | P | | Act. + 1yr | | 4 yr. | Act. + 5yr | | I have reviewed this schedule and agree it accurately describe the records and retention policy for the Victims of Crime program. <i>Stephen J. Hall</i> |
| 2 | 6 | State/County Archives | <u>VICTIMS OF CRIME HEARING TAPES</u> Tapes contain minutes from Board of Control Discuss Agenda Hearings. | T | | 6yr | | | 6yr | | Pertinent data; when received is reviewed and when finalized is placed in file. Payments or actions are taken at that time. |
| 3 | 2 | | <u>CONSENT AGENDA BINDERS</u> Applicant info. and amount paid to Victim or provider. | P | | 3 yr | | 3 yr | 6 yr | | Retention period allows Board personel access to tape to possibly resolve disputed claims by victims or their Representatives. Retain information in case of inquiries. We can tell where the check went, amount of check and claim # of victim. |

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-85)

See instructions on reverse
and in SAM 1600

| | | | |
|--|--|---|----------------------|
| DEPARTMENT (1) State Board of Control | | SCHEDULE NUMBER (2) 14052 | DATE (3) 11/28/88 |
| ORGANIZATIONAL UNIT Victims of Crime Unit | | PAGE 2 | OF a PAGES (4) |
| ADDRESS (number, street, city) 770 L St. Suite 700 Sacto. Ca. 95814 | | DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) | |

| ITEM NUMBER (6) | CUBIC FEET (7) | CALIFORNIA STATE ARCHIVES USE ONLY (8) | TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9) | Media (10) | Vital (11) | RETENTION | | | | PRA (Exempt) & IPA (16) | REMARKS (17) |
|-----------------------|----------------------|--|--|---------------|---------------|----------------|---------------|-------------|---------------|-------------------------------------|--|
| | | | | | | OFFICE (12) | DEPT. (13) | SRC (14) | TOTAL (15) | | |
| 4 | 1.5 | | <u>CLAIMANT ADDRESS BINDER</u> Information shows where check was mailed. | P | | 2 yr | | | 2yr | | Used as a reference when a call is received regarding a victim not receiving there check. |
| 5 | 3.5 | | <u>CLAIM SCHEDULE BINDER</u> Schedule of Hearing dates and what claims were on that particular hearing. | P | | 3yr | | | 3yr | | Retain for Audit purposes. Contains Hearing Schedule and how much was paid in each hearing. |
| 6 | 1 | | <u>RESTITUTION AND LIEN LOG</u> Log used to record over- payments, returned check and unclaimed trusts. | P | | Act. + 2 yr | | 2yr | Act. + 4yr | | Used as a reference when calls are received regarding payment status. |
| 7 | 6.5 | | <u>DISCUSS AND CONSENT</u> <u>AGENDA MINUTES</u> | P | | 3yrs | | 3yrs | 6yrs | | Used as a reference. Contains information on each claim in the hearing. |
| 8 | 3.5 | | <u>JOURNAL LEDGER OF PAYMENT</u> Ledger of hearings show who was paid and how much | C | | 4yrs | | 10yr | 14yr | | Reference material. Very important; contains all vital info: used very often. |
| 9 | 6 | | <u>HEARING BINDERS</u> Contains exhibits from each claim in the hearing used by the Board members | P | | 1 yr | | | 1 yr | | Reference material used in case of need to see if all pertinent info was included. |